

此申請書範本內容純屬虛構，
只為申請者填寫時作參考

秘書處專用 (Official Use Only)	
收到日期 Date of Receipt	
申請編號 Application No	

回收基金 The Recycling Fund
企業資助計劃 The Enterprise Support Programme (ESP)
特選項目 — 新成立及初創企業開展項目
Solicitation Theme on Projects from New and Start-up Enterprises (SUP)
申請表格 Application Form

甲部：申請企業資料

Section A – Particulars of the Applicant

請在適當的空格內填上「✓」號或黑色。

Please put a “✓” in the appropriate boxes or fill them with black colour.

1.	申請企業名稱 Name of the Applicant Enterprise:	ABC Green Limited	(英文 English)
		甲乙丙綠色有限公司	(中文 Chinese)
2.	項目名稱 Project Title:	一站式人工智能回收機	
3.	項目概覽(不多於 200 字) Project Overview (within 200 words):	智能回收機具有人工智能識別技術準確辨認回收物(紙、膠、鐵)並即時分類。項目技術幫助辨認回收物並提升可回收率。監測數據可協助用戶了解使用者回收習慣並連接獎賞系統鼓勵回收，收集之數據可用以制定日後不同回收方案及報告。	
4.	公司地址 (於公司註冊處登記的地址) Company Address (in the Company Registry):	香港 XXX 街 YYY 號 ZZZ 室	
5.	通訊地址(若與上述地址不同) Correspondence Address (if different from above):		
6.	電話 Telephone No.:	(852) 2345 6789	

須與「商業登記證」上的地址相同

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

7.	電郵 Email Address:	abcrecycling@abcgreen.com	
8.	商業登記號碼 Business Registration No.:	12345678	
9.	成立年份 Year of Establishment:	01/03/2020	
10.	在香港聘用的僱員數目 ¹ Number of Employees in Hong Kong ¹ :	全職 Full-time: 3	兼職 Part-time: 2
11.	上年度的營業總額 (如適用) Annual Turnover of Last Year (if applicable):	時期 Period : 04/2022 – 03/2023	營業總額(港幣\$/年) Annual Turnover (HK\$/year) : \$4,200,000
12.	企業網頁(如有) Website of the Applicant (if any):	www.abcgreen.com	

只須填寫「商業登記證」上的首8位數字

須與「公司註冊處」上的記錄一致。公司成立不多於5年。

須與註冊核數師簽核之年度審計報告上的記錄一致

請刪去不適用者 Please delete if not applicable

¹ 聘用的僱員人數應包括積極參與企業業務的在職東主、合夥人及股東，以及企業的受薪員工，包括由有關企業直接支付薪酬的全職或兼職受薪僱員，其中包括長期或臨時聘用的員工。The number of employees shall include individual proprietors, partners and shareholders actively engaged in the work of the applicant enterprise as well as salaried employees of the enterprise, including full-time or part-time salaried personnel directly paid by the enterprise, both permanent and temporary.

15. 申請企業概覽 Overview of Applicant Enterprise:

概括說明公司背景，包括現時的業務性質、公司規模、產品/服務簡介、主要客戶/市場，以及過往的業務表現等。提交申請時應一併提交業務運作證明文件副本如業務協議書及交易記錄等（如適用）。

Please briefly describe the background of the enterprise including its business nature, company size, major products/services, customers/markets, previous business performance, etc. Copies of the supporting document to show the business operation such as business contract, transaction records, etc. should be enclosed during submission of the application (if applicable).

公司背景 Background of the enterprise

業務性質 Business nature:

ABC Green Limited 是一家綠色科技公司，成立於 2020 年。致力透過創新智能科技協助用戶解決廢物管理問題。公司期望協力打造智慧型綠色城市，締造可持續發展都市遠景。

公司於 2020 年被數碼港錄取成為培育公司。我們的項目也曾多次奪得創新科技加許。透過銷售/出租產品及諮詢服務，令綠色生活推廣至不同領域。客戶覆蓋香港、中國大陸及東南亞。

現時提供的產品/服務簡介（如適用）:

Products/Services provided (if applicable):

- i) 智能廚餘回收及堆肥機 - 協助用戶回收廚餘，以人工智能分辨骨頭及甲殼類廚餘以確保大部分廚餘質經過處理後能用作堆肥減少送往堆填區。
- ii) 開發手機應用程式
- iii) 諮詢服務 - 根據客戶需要，提供最適用的廢物管理方案，滿足及各種商業場所的多樣需求。

現時主要的客戶/市場（如適用）:

Existing customers/Markets (if applicable):

客戶主要為企業用戶，部分客戶如下：

1. XXX 物業管理公司
2. YYY 塑膠處理公司
3. ZZZ 飲食集團

銷售文件:附件一

現有合作夥伴（如適用）:

Existing partnership(s) or collaboration (if applicable):
 綠科大學
 香港科學園
 智慧城市聯盟

其他相關資料(如專利、獎項、認證、資格等):
Other relevant information (e.g. patent, award, certification, qualification, etc.):
 2022 年度亞太綠色科研優異獎
 2021 年度香港科創新力量一等獎
 智慧城市聯盟合作夥伴

16. 企業形式 Business Entity:

企業形式 Business Entity			姓名 Name (香港身份證/護照號碼 Hong Kong Identity Card/Passport No.)
<input type="checkbox"/>	獨資企業 Sole Proprietorship	東主 Owner	
<input type="checkbox"/>	合夥企業 Partnership	合夥人 All Partners	1) 2) 3)
<input checked="" type="checkbox"/>	有限公司 Limited Company*	持有 ≥ 30% 股權者 Individuals holding ≥ 30% shares	1) Chan Tai Man A123456(7) 2) LEE Siu Sum B987654(3)
*如無個別持股量 ≥ 30%者，請提供董事的姓名及資料。 If there is no individual holding 30% or more shares, please provide the name(s) and relevant information of the director(s). 不適用			
請列出申請企業的「關聯人士」 ² 。 Please list any “related person” of the applicant ² . 不適用			

須與 NARI 或者 BRx 上的記錄一致

² 有關「關聯人士」的定義請參考企業資助申請指引第 3.1.3 及 3.1.4 段。

Please refer to paragraph 3.1.3 and 3.1.4 of the Guide to Application for the Recycling Fund (Enterprise Support Programme) for the meaning of “related person”.

17. 執行項目的主要成員(請根據附錄所載的格式提交項目統籌人、項目副統籌人及企業主要管理人員的簡歷):

Key Members of the Project Team (Please enclose the curriculum vitae of the project coordinator, deputy project coordinator and key management of the applicant enterprise according to the format in the appendix):

(i) 項目統籌人 Project Coordinator

姓名(英文) (Mr/Ms/Prof/Dr)[#]
Name (English):

Chan Tai Man

姓名(中文) (先生/女士/教授/博士)[#]
Name (Chinese):

陳大文

職位Position: 技術總監

電話號碼 Tel No.: 2345 6789

手提電話號碼

Mobile Phone No.: 9876 5432

電郵 Email Address: chantaiman@abcgreen.com

(ii) 副項目統籌人 Deputy Project Coordinator

姓名(英文) (Mr/Ms/Prof/Dr)[#]
Name (English):

Cheung Siu Ming

姓名(中文) (先生/女士/教授/博士)[#]
Name (Chinese):

張小明

職位Position: 研發主任

電話號碼 Tel No.: 2345 6789

手提電話號碼

Mobile Phone No.: 9638 5274

電郵 Email Address: cheungsiuming@abcgreen.com

[#]請刪去不適用者 Please delete if not applicable

18. 項目擔保人* (只適用於需要首期撥款的申請企業, 首期最多為總核准撥款的 30%):
Guarantor* for the project (Applicable only if the applicant would seek an upfront payment up to 30% of the total approved funding):

姓名(英文)

Name (English): Chan Tai Man

姓名(中文)

Name (Chinese): 陳大文

職位Position:

董事

與申請者關係*

Relationship with Applicant:

東主 Owner

主要股東 Major Shareholder

地址 Address:

香港XXX街YYY號ZZZ室

電話號碼 Tel No.:

電郵 Email Address: chantaiman@abcgreen.com

我想於項目批准後提供銀行擔保以代替擔保人。

I would like to provide a bank guarantee instead of a guarantor after project approval.

*擔保人應該是一個自然人及申請企業的大股東，以個人身份為首期的資金撥款向政府提供擔保，他/她須要簽署一份獨立的個人擔保協議。另外，申請者亦可選擇提供銀行擔保以代替項目擔保人。然而，回收基金並不會支付任何安排銀行擔保的費用。

The guarantor should be a natural person and major shareholder of the applicant enterprise to personally guarantee the initial payment of the Government funds and he/she will be required to sign a separate personal guarantee agreement. Alternatively, the applicant may provide a bank guarantee instead of a guarantor for the project. However, the Recycling Fund will not cover the associated cost for arranging the bank guarantee.

19. 申請企業是否有其他項目曾經/現正申請「回收基金」的資助？（每個企業可獲授予最多十個批准項目，而同一時間只可進行一個「新成立及初創企業開展項目」。）

Please indicate whether you have applied/ are applying for funding support under the Recycling Fund for other project(s)? (Maximum number of approved projects for each enterprise remains as 10 and only 1 SUP project could be implemented at a time.)

是 Yes

申請編號 Application No	審批結果 Vetting Result :	獲批資助金額(港幣) Approved Funding Amount (HK\$):
	<input type="checkbox"/> 獲批資助 Approved <input type="checkbox"/> 不獲批資助 Rejected <input type="checkbox"/> 審批中 Still under process	
	<input type="checkbox"/> 獲批資助 Approved <input type="checkbox"/> 不獲批資助 Rejected <input type="checkbox"/> 審批中 Still under process	
	<input type="checkbox"/> 獲批資助 Approved <input type="checkbox"/> 不獲批資助 Rejected <input type="checkbox"/> 審批中 Still under process	

如多於一個項目，請以附件提供相關資料。

Please provide project information as an attachment if more than 1 project.

否 No

20. 申請企業的「關聯人士」是否有其他項目曾經/現正申請「回收基金」的資助？

Please indicate whether any of your “related person” have applied/are applying for funding support under the Recycling Fund for other project(s)?

回收基金(特選項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

是 Yes

申請編號 Application No	審批結果 Vetting Result :	獲批資助金額(港幣) Approved Funding Amount (HK\$):
	<input type="checkbox"/> 獲批資助 Approved <input type="checkbox"/> 不獲批資助 Rejected <input type="checkbox"/> 審批中 Still under process	

如多於一個項目，請以附件提供相關資料。

Please provide project information as an attachment if more than 1 project.

否 No

21. 申請企業除回收基金項目以外的相關活動經驗及記錄：

Experience and record(s) of the applicant in organising related activities other than projects under the Recycling Fund:

Project Title 項目名稱：	Project Descriptions 項目詳情：	Project Duration 項目推行期：	Project Amount 項目金額： (港幣 HK\$)


若申請企業非項目的主辦機構，請註明申請企業在該項目的角色。If the applicant was not the major organiser, please indicate the roles of the applicant.

如上表不夠填寫，請插入更多行列。Please insert more rows to the table if the space provided is not sufficient.

乙部：項目內容 Section B – Project Details

請在適當的空格內填上「✓」號或黑色。

Please put a “✓” in the relevant boxes or fill them with black colour (if applicable)

- | | | |
|--|-------------------|---|
| 1. 項目所需時間(6 - 24 個月) ³
Project Duration (6 to 24months) ³ : | 18 個月 | <div style="border: 1px solid blue; border-radius: 15px; padding: 5px; background-color: #ffffcc;">須與「乙部：16 項」總預計項目費用的金額一致</div>  |
| 2. 開始日期(日/月/年) Commencement Date (dd/mm/yy): | 01/03/2024 | |
| 3. 完結日期(日/月/年) Completion Date (dd/mm/yy): | 31/08/2025 | |
| 4. 項目總估計費用 ⁴ Total Estimated Project Cost ⁴ : | (港幣 HK\$) 762,500 | |
| 5. 申請資助金額 ⁵ Amount of Funding Sought ⁵ : | (港幣 HK\$) 381,250 | |
| 6. 申請者投資金額
Amount of Cash Contribution from the Applicant : | (港幣 HK\$) 381,250 | |

如項目涉及回收作業，申請者須填寫以下第 7 至 11 項（如適用）。

For projects involving recycling operation, the applicant must fill in item 7 to 11 (if applicable).

7. 項目實施/使用設備地址及地點，如適用(請提供地段類型及地段號碼，如適用)：
Address(es) and Location(s) for Implementing the Project/using the prescribed items, if applicable
(Please provide the Lot Type(s) and Lot No(s). of the whole site, if applicable):
香港 XXX 街 YYY 號 ZZZ 室
8. 項目選址(如適用)面積(平方米)
Areas of the Project site (if applicable) (m2): 約 150 平方米
9. 項目選址租賃類別(如適用) Tenancy Type of the Project site (if applicable):
- | | | |
|--|--|---|
| <input type="checkbox"/> 私人土地
Self-owned | <input checked="" type="checkbox"/> 私人土地租賃
Rent from private landowners | <input type="checkbox"/> 政府長期租約
Government - long-term lease |
| <input type="checkbox"/> 政府短期租約(租約編號 _____) Government - short-term tenancy (Tenancy No.: _____) | | |
10. 租約生效日期(如適用)
Start date of the current tenancy contract (if applicable): 1/12/2023
11. 租約到期日(如適用)
Expiry date of the current tenancy contract (if applicable): 30/11/2026

此項應為總項目費用的一半，上限為 200 萬。申請資助金額 50 萬以上須符合附加評審條件。詳情請參閱申請指引。

³ 推行項目的所需時間須與乙部第 12 項內實施計劃提供的項目推行時間表吻合。

Project duration needs to align with the project implementation plan in item 12 of Section B.

⁴ 項目總估計費用須與乙部第 16 項內提供的項目總開支計算的金額一致。

Total estimated project cost needs to tally with the total project cost in item 16 of Section B.

⁵ 申請資助金額須與乙部第 16 項內提供的申請資助金額一致。

Amount of funding sought needs to tally with the total funding sought in item 16 of Section B.

12. 項目計劃 Project Plan:

請根據「申請指引」提供下列詳細資料。

Please provide the following information of the project in details with reference to the “Guide to Application”.

(i) 項目目標 (可選擇多於一項) Objective(s) of the project (may choose more than 1 option):

在回收業務上實踐理念 To execute ideas in recycling businesses

採用創新技術、方法、設備等以改進或提升回收及相關作業的效率 To adopt innovative technologies, ideas, equipment, etc. to facilitate or enhance efficiency of recycling related operations

建立具商業規模的營運模式，把可循環物料回收或升級再造成為新商品或創新產品 To establish operations in upcycling or recycling of recyclables to new or innovative products in commercial scale

其他 Others

(ii) 項目可行性及需要性 Need and Viability of the Project

現時回收業的問題、情況及對未來市場的估計
The current problem, situation and projected market condition of the recycling industry

解釋此項目的需要及可行性，如何應用創新技術或方法以解決回收業的需要

Explain the need and viability of this project on addressing the need of the industry by applying innovative technology or methodology

現時回收業大部分工序涉及大量人手操作及物流運送，成本相對昂貴。此外，傳統回收箱多數沒有監測功能，故大量回收物不符合回收資格而需送到堆填區。

項目將開發人工智能回收機，能準確辨認回收物(紙、膠、鐵)並即時分類以做好源頭分類。一站式設計更可減少於同一位置擺放過多回收桶的問題。

此外，用戶缺乏誘因回收，參與度低，導致現行三色桶回收效率相對較低。

該系統利用大數據運算，用戶參與度將換算為積分配合獎勵計劃，提高參與度。透過智能回收功能，回收商也可減少人手作分揀，集中資源處理已分類之回收物，提高產品品質。

在 2021 年的香港都市固體廢物統計數字顯示，塑膠佔整體固體廢物的 21%，是排名第二高的廢物種類。可見有效的回收系統甚為重要。

另外，團隊亦會定時更新系統，以不斷提升回收機運作效能。

(iii) 技術可行性 Technical Viability

(請從技術層面詳細說明項目的可行性，包括研發方法、初步研究成果及支持數據、以及目標成果或其他成功例子資料。)

(Please provide details on the viability of the project from the technical perspectives, including R&D methodology, preliminary research results and supporting data, the targeted results or evidences of other successful cases.)

本公司現運用人工智能於廚餘回收，準確度達 90% 以上。客戶使用意見大致正面。團隊有科研專才，加上我們在處理廚餘的經驗，對回收紙、膠、鐵更有信心，因此認為技術可行性非常高。公司亦已成功製作一部試驗設備，設備亦於 XY 比賽中獲得銀獎，詳情可參考附件。如要作正式投產及大量製作以達成商業化，部份功能仍需優化及作調試。

客戶支持意向書及獲獎資料: 附件二

(iv) 實施計劃 Implementation Plan

(請提供詳盡資料說明實施計劃後如何達到目的，及請提供如何應用技術、方法、設備等以改進或提升回收及相關作業的效率或成本效益 (例如：智能感應技術、物聯網、線上到線下(O2O)、大數據及分析、區塊鏈、機械人及無人機、人工智能及機器學習、共享經濟等)、如何將已在實驗室驗證的技術擴展到商業應用、如何實踐升級再造的創新意念，將回收物轉化成商品。此外，請列出制定計劃中的所有假設情況。)

(Please describe in details how the plan could achieve the objectives and provide the information of applying innovative technologies, ideas, equipment, etc. to facilitate or enhance efficiency or cost effectiveness in the recycling industry chain (such as but not limited to: smart sensor technologies, IoT, O2O, big data & analytics, blockchain, robotics & drones, artificial intelligence & machine learning, sharing economy, etc.); how to scale up laboratory proven technologies to commercial application; how to formulate and implement innovative idea in upcycling recyclables to commercial products. Please also list all the assumptions in formulating the plan.)

回收機運作方面:

(a) 利用人工智能進行辨認及分類

系統將自動掃描投入之回收物，根據形狀、重量和影像與數據庫作對比，即時判斷回收物類別然後分類存放。如回收機內回收物將滿，系統將自動通知相關工作人員進行清空，減低滿桶形成之衛生問題及不會影響回收桶的正常運作。

(b) 利用大數據進行分析及管理

回收數據將記錄於雲端系統。回收機使用情況、用戶回收量和習慣均轉化為大數據。管理公司可進行數據分析，優化管理體制。數據更可用於 ESG 報告，以顯示管理公司為減廢所作出的努力。

設計初稿及技術流程: 附件三

提高用戶參與度方面:

(a) 獎賞及公眾教育功能

用戶投入回收物後，系統會自動上傳回收記錄。根據投入量、參與時間等數據轉換成

積分讓用戶可兌換不同獎勵。如用戶投入非回收物，系統將透過用戶平台發出提示訊息而該次回收亦不會視為有效回收和累積積分。

回收機試行方面：

目前，XXX物業管理公司表示願意將回收機放於旗下一個商場進行試用一年，並會邀請25名商場商戶於試用期完結後參與問卷調查以收集反饋，公司分析問卷結果後將邀請個別參加者進行focus group，以作更深入了解其反饋並撰寫報告。

試用回收機意向書：附件四

(v) 項目的商業及/或宣傳計劃，及項目完成後的可持續性 Business and/or publicity plan, and sustainability of the project

商業計劃(Business plan)

表中的支出明細，如與項目支出相關，須與「乙部：第16項」「預算計畫」金額一致。(除行政費用外)

		第一年	第二年	第三年
		1 st Year	2 nd Year	3 rd Year
收入 Income	銷售量 Volume of Sales	0	20 部	40 部
	銷售額 Sales Amount	0	\$40,000/部	\$40,000/部
	銷售成本 Cost of Sales	0	\$7,000/部	\$7,000/部
	服務費 Service Fee	0	\$200/月	\$200/月
	毛利 Gross Profit	0	\$708,000	\$1,416,000
支出 Expenses	設備投資 Equipment Investment	150,500	64,500	0
	員工薪酬 Salary of employees	378,000	283,500	283,500
	行政費用	0	0	0

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

	(不屬基金支持費用) Administration Fee (Not fundable under the Funding Scheme)			
	審計費用 Audit expenses		12,000	/
	宣傳費用 Promotion expenses (屬 ABC Green 內部預算)	50,000	50,000	50,000
	回收基金資助 Subsidy from Recycling Fund	114,375	266,875	0
	純利 Net Profit	-464,125	564,875	1,082,500
	累計純利 Accumulative Net Profit	-464,125	100,750	1,183,250

有關計劃可持續性的資料 Information on project sustainability

<u>可達到收支平衡年期 Year to break even</u>	<u>2 年</u>
<u>其他資料以證明項目可持續運作 Other information demonstrating project sustainability</u>	我們與客戶有良好關係，當中已購買廚餘機之客戶大部份表示對申請項目之回收機有興趣。希望設置於旗下物業。

13. 項目團隊能力 Competence of Project Team:

- (i) 有關承擔項目的技術及操作能力的資料(請提供技術及操作能力的詳細資料如過往的作業記錄、相關經驗、僱員相關資歷等。相關僱員的簡歷應於提交申請時提供。)
Information on the technical and operational capabilities to undertake the project (Please provide details on technical and operational capabilities such as track records, relevant past experience, relevant qualification of the staff, etc. The curriculum vitae of the relevant staff should be enclosed during submission of the application.)

項目申請人代表陳大文先生有二十年以上科研及管理經驗，主力開發人工智能系統並應用於不同範疇。

項目副統籌張小明畢業於環境優美大學，主修人工智能及機械工程。張先生曾於多間科技公司工作達十年，有豐富科研經驗。

陳大文，張小明簡歷 - 附件五

- (ii) 對企業管理項目的能力及承擔的能力(請提供管理能力的詳細資料如項目管治、交付項目所投入的資源及人力等。相關僱員的簡歷應於提交申請時提供。)
Information on the management capability and commitment to undertake the project (Please provide details on management capability such as project governance, resources and manpower to deliver the project, etc. The curriculum vitae of the relevant staff should be enclosed during submission of the application.)

項目申請人代表陳大文先生曾管理多個研究項目，當中更有項目奪獎(例如:綠色生活發明金獎)。陳先生與項目持分者關係友好，善用資源及人才。

- (iii) 申請企業或有關項目已覓得創業導師或參與創業指導/加速器計劃(請提供創業導師或指導/加速器計劃的詳細資料如有關資歷、計劃內容如何可以協助其企業成長。有關創業指導/加速器計劃需由公共機構或商會等舉辦。)

公司於2020年被數碼港錄取成為培育公司，積極參與不同活動以增長創科技術及擴充商機。

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

14. 有關涉及增加處理回收物數量的項目，申請者必須填寫以下列表（如適用）：

For projects involving an increase of the quantity of recyclables treated, the applicant must fill in the following table (if applicable):

回收物收集/投入 Collect/Input of Recyclables

回收物料 Recyclable Materials	回收作業 (收集、分揀) Recycling Operation (collection, sorting)	基準數量 (每年以噸計) Baseline Quantity (tonne/ year)	中期階段 Interim Period				項目完結 Project Completion	預期新增回 收物來源 Potential Sources for the Additional Recyclables
			回收物料 <u>累計</u> 收集/加工/回收量 Cumulative collection/ processing/ recycling quantity of recyclables (以噸計 in tonnes) (請注明時期 please specify the period)					
			第一階段 Phase 1	第二階段 Phase 2	第三階段 Phase 3	最後階段 Last Phase		
紙	收集	0	1.8 噸 (2024/3/1 – 2025/2/28)			3.6 噸 (2024/3/1 – 2025/8/31)	商場 (100%)	
膠	收集	0	0.5 噸 (2024/3/1 – 2025/2/28)			1 噸 (2024/3/1 – 2025/8/31)	商場 (100%)	
金屬	收集	0	0.5 噸 (2024/3/1 – 2025/2/28)			1 噸 (2024/3/1 – 2025/8/31)	商場 (100%)	

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

回收物/回收產品產出(如適用) Output Treated Recyclables/Recycled Products (if applicable)

已處理的回收物/回收產品 Treated Recyclable/ Recycled Product	回收作業 (處理, 銷售, 出口) Recycling Operation (processing, sales, exporting)	基準數量(每年以噸計) Baseline Quantity (tonne/year)	中期階段 Interim Period				項目完結 Project Completion	預期下游出路 Target Downstream Outlets
			回收物料累計收集/加工/回收量 Cumulative collection/ processing/ recycling quantity of recyclable (以噸計 in tonnes) (請注明時期 please specify the period)					
			第一階段 Phase 1 (1/2/2024 to 31/7/2024)	第二階段 Phase 2	第三階段 Phase 3	最後階段 Last Phase (1/2/2024 to 31/1/2025)		
紙	銷售	0	1.8 噸 (2023/3/1 – 2024/2/28)			3.6 噸 (2023/3/1 – 2025/8/31)	下游回收商 (100%)	
膠	銷售	0	0.5 噸 (2023/3/1 – 2024/2/28)			1 噸 (2023/3/1 – 2025/8/31)	下游回收商 (100%)	
金屬	銷售	0	0.5 噸 (2023/3/1 – 2024/2/28)			1 噸 (2023/3/1 – 2025/8/31)	下游回收商 (100%)	

15. 實施計劃摘要⁶ Summary of the Implementation Plan⁶:

請清楚、具體和量化地說明項目的建議里程碑（例如收集及/或處理額外回收物的數量、安裝新的設備、報告及/或資料分析等），以及實施項目所需的措施或活動及其時間表。里程碑應與項目達致的目標及預期的果效掛鉤。撥款一般需與里程碑掛鉤，填寫時請與本申請表格的第 17 項一併考慮。 Please specify the proposed milestone(s) in clear, specific and measurable terms (examples include quantity of additional recyclables to be collected and/or processed, installation of new equipment, reports and/or data analysis, etc.) and the measures/activities required to implement the plan as well as the timetable involved. The milestones should be related to the achievement/expected benefits of the project. The disbursement of payments is generally linked to the milestones, please consider together with item 17 while filling the form.

里程碑(包括項目成果) Milestone(s) (including project deliverables)	措施或活動達致里程碑 或成果 Measures / activities to achieve the milestones / deliverables	開始日期 (月/年) Commencement Date (month/year)	完結日期 (月/年) Completion Date (month/year)
1) 完成優化產品（外觀、機械及電子、人工智能系統及積分兌換系統）	產品模組及設計繪圖、測試記錄及用戶版面等。	03/2024	05/2024
2) 完成回收機生產	智能回收機組裝完成及其相關文件	05/2024	07/2025
3) 收集回收物	完成收集目標：紙 5.4噸、膠1.5噸、金屬1.5噸	08/2024	08/2025
4) 完成試行	回收機試行的相關文件包括數據記錄及用	08/2024	08/2025

⁶ 項目須於 24 個月內完。主要措施的時間表須與乙部第 2 項內提供的項目推行期一致。The project should be completed within 24 months. The overall timetable of the key measures need to align with the project duration in item 2 of Section B.

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

	戶反饋報告。		
--	--------	--	--

如多於 5 項里程碑，請以附件提供相關資料。

If there are more than 5 milestones, please provide as an attachment.

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

16. (a) 預算計劃(有關資助發放安排，請參閱「申請指引」)：

Budget Plan (please refer to the “Guide to Application” for details on the fund disbursement arrangement):

支出種類 Expenditure Category	支出項目 ⁷ Expenditure Item ⁷	單價 (港幣) Unit Cost (HK\$)	數量 Quantity	第一年 (首6個月) First Year (months 1-6)	第一年 (後6個月) First Year (months 7-12)	第二年 (首6個月) Second Year (months 1-6)	第二年 (後6個月) Second Year (months 7-12)	項目預算開支 (港幣) Estimated Cost for the Item (HK\$)
(甲)員工及其附帶開支 ^{8,9} (A) Cost for Manpower and its extra expenses ^{8,9}	(1) 兼職項目工程師	300	500	60,000	60,000	30,000		150,000
	(2) 項目統籌	20,000	1	120,000	120,000	120,000		360,000
	(3) 強積金 MPF	1,015	1	9,000	9,000	7,500		25,500
	小計 (甲) (港幣) Sub-total (A) (HK\$)	1,015	-	189,000	189,000	157,500		535,500

⁷ 所有的支出項目需要有詳細的分類，並必須發生在項目的開始和完成期間。申請者可根據項目的實施時間表提出每個階段所需的時間。

All expenditure items, with detailed breakdown, must be incurred between the commencement and completion dates of the project. The Applicant may suggest the period covered under each phase according to the implementation schedule of the project.

⁸ 此項包括員工薪金、聘請額外員工的額外開支（如僱主支付的強積金，招聘廣告等）。只有由本項目所新增的職位及因而受聘的新僱員，其工資（包括由僱主支付的強積金供款）才會獲得資助。請清楚說明增聘員工人數、每人工作時數或月數、時薪/月薪、職稱及每人總薪金。

This includes salary of employee(s), extra expenses for employing additional staff (e.g. MPF to be paid by employer, advertisement for recruitment, etc.). Only the salary (includes MPF paid by employer) of employee(s) newly recruited for new post(s) established for the purpose of the project would be funded. Please state clearly on the numbers of additional manpower, working hours or months per person, position, hourly/monthly salary, and total salary per person.

⁹ 除了因推行項目而增聘員工的薪金，創辦人/主要股東及現有員工從事申請項目活動的薪金亦可包括在內。請在開支項目註明薪金支出屬現有員工或額外增聘員工。

The manpower cost for founders/major shareholders and existing staff of the company working on the proposed project activities may also be included in the projects. Please specify whether the cost of manpower is existing cost or additional cost at the Expenditure Item.

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

支出種類 Expenditure Category	支出項目 ⁷ Expenditure Item ⁷	單價 (港幣) Unit Cost (HK\$)	數量 Quantity	第一年 (首 6 個月) First Year (months 1-6)	第一年 (後 6 個月) First Year (months 7-12)	第二年 (首 6 個月) Second Year (months 1-6)	第二年 (後 6 個月) Second Year (months 7-12)	項目預算開支 (港幣) Estimated Cost for the Item (HK\$)
(乙) 購買/租賃 額外機器/設備的 開支及其附帶開 支 ^{10,11}	回收機製造 - 機件及製造 - 電子系統及製造 - 組裝及測試 (各個部件價錢及規格請參閱參 考報價單)	215,000	1	150,500	64,500			215,000
(B) Cost for Procuring/Leasing Additional Machinery/ Equipment and Its Incidental Expenses ^{10,11}	小計 (乙) (港幣) Sub-total (B) (HK\$)			150,500	64,500			215,000
(丙) 其他直接開 支 ¹² (C) Other Direct	審計費用	12,000	1			12,000		12,000

¹⁰只有因實施項目購買或租賃的額外設備成本可獲得資助。購買或租賃設備一定是必要的，或應項目特別要求。申請者應盡可能使用他們現有的設備。

Only the cost of procuring or leasing of additional equipment for implementing the project can be charged to the funding support. Equipment proposed to be purchased or leased must be essential to or specifically required by the project. The applicant is encouraged to use their existing equipment as far as possible.

¹¹此項包括購買/租賃額外機器/設備的開支、購買/租賃額外機械/設備的雜費（如調試、更新、安裝，以及項目實施過程中的額外維修成本）。

This includes cost for procuring /leasing additional machinery/equipment, incidental expenses for procuring/leasing additional machinery/equipment (e.g., debug, updates, installation, and cost of additional maintenance during project implementation, etc.).

¹²除支付常費及其他在「申請指引」所不允許的項目開支，此項包括所有其他直接由項目衍生的費用。支出項目包括消耗品、外聘顧問費用、項目成果的生產和推廣成本（如印刷宣傳單、製作光碟、廣告和舉辦研討會）、交通費用、策劃和/或支持研究任務的直接支出、租金、外部審計費用、專利登記費等。詳情請參閱「申請指引」有關於個項目開支限額。必須依據「申請指引」進行所需貨品及服務的採購程序。

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

支出種類 Expenditure Category	支出項目 ⁷ Expenditure Item ⁷	單價 (港幣) Unit Cost (HK\$)	數量 Quantity	第一年 (首 6 個月) First Year (months 1-6)	第一年 (後 6 個月) First Year (months 7-12)	第二年 (首 6 個月) Second Year (months 1-6)	第二年 (後 6 個月) Second Year (months 7-12)	項目預算開支 (港幣) Estimated Cost for the Item (HK\$)
Cost ¹²	小計 (丙) (港幣) Sub-total (C) (HK\$)	-	-			12,000		12,000
	總預計項目費用 (甲)+(乙)+(丙) (港幣) Total Estimated Project Cost (A) + (B) + (C) (HK\$)	-	-	339,500	253,500	169,500		762,500

如表格不夠填寫，請插入更多行列 / 欄。

Please insert more rows/columns to the table if the space provided is not sufficient.

申請者請留意:

- (i) 申請人應盡量直接向供應商獲取報價，以確保報價的真確性；
- (ii) 如在無可避免的情況下，申請人經中間人獲取報價，該中間人不能為其中一間提供報價的供應商。申請人亦要確保中間人與任何

This includes all other costs, directly incurred for the project, with the exception of overheads and other unallowable cost items set out in the “Guide to Application”. Expenditure items that may be funded include **consumables, external consultancy fees, production and promotion cost of project deliverables (such as printing of leaflets, production of CD-ROMs, advertising and organising seminars), travelling expenses, direct expenses associated with organising and/or supporting study missions, rental expenses, external audit fees, patent registration fees**, etc. Please refer to the “Guide to Application” for details about the budget caps for individual items. Procurement of the required products/services must adhere to the procurement procedures set out in the “Guide to Application”.

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

一間提供報價的 供應商沒有利益往來；

(iii) 無論如何獲取報價，申請人亦有責任確保所有報價文件的真確性。

Applicants should pay attention to the followings:

- (i) Applicants should obtain quotations directly from suppliers as far as possible to ensure the authenticity of the quotations;
- (ii) If, under unavoidable circumstances, the applicant obtains quotation through an agent, such agent cannot be one of the suppliers. The applicant should also ensure that the agent has no interest in any supplier that provides the quotation;
- (iii) Regardless of how quotations are obtained, applicants are also responsible for ensuring the authenticity of all quotation documents.

¹³ 有關「關聯」的定義請參考(企業資助計劃)申請指引第 3.5.3 段。

Please refer to Clause 3.5.3 of the Guide to Application for the Recycling Fund (Enterprise Support Programme) for the meaning of “related”.

(b) 擬訂預算支出的依據 Justifications of Proposed Expenditure:

(請就以上預算計劃表內每個支出項目，申述將其列入預算的充份理由)

(Please provide below full justifications and cost breakdown for each item in the above table of proposed expenditure.)

(i) 人手薪金 Manpower Cost

(請列出各新增人手的主要職責。)(Please list out the main duties of each additional staff member.)

項目工程師: 產品機械及電子設計優化及整合

項目統籌: 項目統籌、行政及產品推廣銷售

(ii) 額外機器設備 Additional Equipment

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

(請說明各額外機器設備的用途及與項目里程碑的直接關係。)(Please specify the purpose and direct relationship of each additional equipment with the milestone(s) of the project.)

申請製造(機身、機件、電子部分)和組裝。費用包括測試並出廠。

(iii) 其他直接成本 Other Direct Costs

(請說明各其他直接成本的用途及與項目里程碑的直接關係。)(Please specify the purpose and direct relationship of each other direct cost with the milestone(s) of the project.)

回收基金(特選項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Startup Enterprises)

17. 建議中期款項發放時間表 Proposed Plan for Disbursement of Interim Payments:

(請參閱《「回收基金」申請指引(企業資助計劃)》第 3.2 及 4.2 段

Please refer to paras 3.2 and 4.2 of the “Guide to Application for the Recycling Fund (Enterprise Support Programme)”)

	金額(港幣) Amount (HK\$)	百分比(%) Percentage (%)	報告涵蓋日期 ¹³ Reporting Period	里程碑(包括項目成果) Milestone(s) (including project deliverables) (請參閱乙部第15節 Please make reference to item 15 of Section B)
首期撥款 Upfront Payment	114,375	30	不適用 Not Applicable	不適用 Not Applicable
中期撥款(第6個月) ¹⁴ Interim Payment (6 th month) ¹⁴	0	0		
中期撥款(第12個月) ¹⁵ Interim Payment (12 th month) ¹⁵	0	0		
中期撥款(第18個月) ¹⁴ Interim Payment (18 th month) ¹⁴	0	0		
終期撥款 Final payment	266,875	70%	3/2024 - 8/2025	1) 完成優化產品(外觀、機械及電子、人工智能系統及積分兌換系統)

¹³ 報告涵蓋日期是指由項目開展日期累積至每 6 個月(可選)或每 12 個月的期間。

Reporting Period is defined as the period from date of project commencement to the end date of every 6th (optional) or 12th month.

¹⁴ 申請者可選擇每 6 個月提交進度報告及年審計帳目(如適用),以獲得更頻密的撥款。It is **optional** for applicants to submit progress report(s) every 6th months and annual audited account (if applicable) in order to receive a more frequent funding payment.

¹⁵ 項目推行時間 18 個月以上,中期撥款每 12 個月以回撥方式發放一次以支付項目已核准的直接開支(例如硬件,人力等),並須符合申請指引第 3.2.1b 段的條件。For projects with duration exceeding 18 months, interim payment may be disbursed every 12 months on a reimbursement basis of direct costs (e.g. hardware, manpower, etc.) and subject to the fulfillment of the conditions in paras 3.2.1b of the Guide to Application.

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

	金額(港幣) Amount (HK\$)	百分比(% Percentage (%)	報告涵蓋日期 ¹³ Reporting Period	里程碑(包括項目成果) Milestone(s) (including project deliverables) (請參閱乙部第15節 Please make reference to item 15 of Section B)
				2) 完成回收機生產 3) 收集回收物 4) 完成試行
總金額 Total	381,250			

18. 支持相關項目申請的其他資料 Other information in support of this application:

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

19. 申請企業就本申請項目或申請項目內的某些特定措施是否曾經/正在申請香港特區政府其他資助計劃的資助?

Please indicate whether you have applied/are applying for the other sources of funding support provided by the HKSAR Government for carrying out the same proposed project/some specific measures in the proposed plan?

是 Yes

項目名稱 Project Title	政府資助計劃名稱 Name of the Government Funding Scheme/Source:	申請編號 Application No	審批結果 Vetting Result :	獲批資助金額 (港幣) Approved Funding Amount (HK\$):
			<input type="checkbox"/> 獲批資助 Approved <input type="checkbox"/> 不獲批資助 Rejected <input type="checkbox"/> 審批中 Still under process	

如多於一個項目，請以附件提供相關資料。

Please provide project information as an attachment if more than 1 project.

否 No

20. 請註明閣下是否知道任何其他由第三方開展與此申請相似的項目。如適用，請描述相關項目。

Please state whether you are aware of any other project(s), with content similar to this application, which have been or are being carried out by other parties. If yes, please describe the relevant project(s).

是 Yes

否 No

如有，請提供相關申請項目的詳細資料。

If yes, please provide details of the relevant application(s).

21. 請申報任何涉及與負責回收基金的政府人員、委員會委員及/或秘書處成員的個人利益，包括直接或間接，涉及金錢或其他形式的利益，無論是否與本申請有實際上或觀感上產生利益衝突。

Please disclose any personal interests, direct or indirect, pecuniary or otherwise, with any Government

personnel of the Recycling Fund, members of the RFAC and/or members of the Secretariat that may give rise to any actual or perceived conflict of interests in connection with this application.

我沒有涉及任何與此申請有抵觸，直接或間接，涉及金錢或其他形式的個人利益。
I am not aware of any personal interests, direct or indirect, pecuniary or otherwise, in connection with this application.

我想申報以下個人利益 I would like to declare the following interests:

22. 申請企業在提交申請時，是否由現任香港生產力促進局理事會成員、或聯繫人士所擁有及/或控制?
Is the Applicant owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application?

申請企業在提交申請時，不是由現任香港生產力促進局理事會成員、或聯繫人士所擁有及/或控制 The Applicant is **NOT** owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application.

申請企業在提交申請時，由現任香港生產力促進局理事會成員、或聯繫人士所擁有及/或控制，請在下面填寫該香港生產力促進局理事會成員的全名 The Applicant is owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application. Please write the full name of such HKPC Council Member below:

23. 請申報申請企業的東主/主要股東有沒有破產或涉及任何破產程序。
Please declare whether the owner(s)/major shareholder(s) of the applicant enterprise are subject to any bankruptcy order or proceeding.

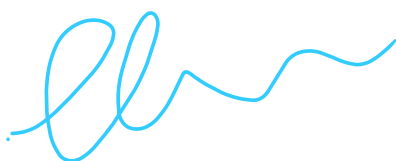
企業的東主/主要股東在提出申請時沒有破產或涉及任何破產程序。
The owner(s) / major shareholder(s) are not subject to any bankruptcy order or proceeding at the time of application.

企業的東主/主要股東想申報以下涉及破產的資料。
The owner(s)/major shareholder(s) would like to declare the following information about bankruptcy.

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

I authorise the Secretariat/the Government, where necessary, to approach and communicate with other departments/organisations/persons/parties and/or provide the particulars submitted by me to these parties for the purpose of verifying the information contained in the particulars or for other purposes related to my application.

I understand that if my application is approved, I will be required to sign an agreement with the Government containing the terms and conditions of the grant.



陳大文

授權人士簽署及企業印章
Authorised signature with company chop

簽署人姓名
Name of signatory

ABC Green Limited

技術總監

申請企業名稱
Name of applicant enterprise

職位
Position

01/02/2024

日期Date

項目主要人員的簡歷(項目統籌人、項目副統籌人、企業主要管理人員及項目相關人員)

Curriculum Vitae of Key Members of the Project Team

(Project Coordinator, Deputy Project Coordinator, Key Management Personnel, Relevant Staff of the Project)

以下提供的資料將用作處理閣下於回收基金(企業資助計劃)的申請。為進行項目審批，資料將有機會向評審員、委員會委員或相關政府部門披露。閣下有權利可使用或更改於申請時提交的個人資料。若閣下希望行使這些權利，請聯絡回收基金秘書處。

The information provided will be used for processing your application under the Enterprise Support Programme of the Recycling Fund (the Programme). It may be disclosed to assessors, members of the RFAC or relevant Government bureaux/departments for the purpose of vetting your application. You have the rights of access to or correction of your personal data provided in this form. If you wish to exercise such rights, please contact the Recycling Fund Secretariat.

項目統籌人/項目副統籌人/企業主要管理人員/項目相關人員

Project Coordinator / Deputy Project Coordinator / Key Management Personnel / Relevant Staff of the Project

個人資料 Personal Particulars

姓名(英文)

Name (English): (Mr/Ms/Prof/Dr)[#] Chan Tai Man

[#] Please delete as appropriate (First Name/Last Name)

姓名(中文)

Name (Chinese): 陳大文

(先生/女士/教授/博士)[#]

[#]請刪去不適用者

職稱 Position held in

Company/Organisation:

技術總監

企業/組織

Company/Organisation:

甲乙丙綠色有限公司

公司地址 Office Address:

香港 XXX 街 YYY 號 ZZZ 室

行業性質 Nature of Business:

環保科技

電話

傳真

電郵

chantaiman@abcgreen.co

Tel No.: 2345 6789

Fax No.:

Email Address: m

學歷/專業資格(按時間順序) Academic/Professional Qualifications (in chronological order):

2008 – 2010

MBA, Environment University

1999 – 2001

Master of Project Management, The University of Technology

1996 – 1999

Bachelor of Electronic Engineering, Environment University

相關工作資格(按時間順序) Relevant Working Qualifications (in chronological order):

Mar 2020 – Present

Technical Director, ABC Green Limited

Apr 2012 – Dec 2019

R&D Director, BBB Technology Limited

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

May 2008 – Mar 2012 General Manager, CCC Technology Authority
Jul 2004 – May 2008 Business Manager, DDD Corporation
Oct 2002 – Jul 2004 Principal Engineer, EEE Technology and Development Limited
Sep 1999 – Oct 2002 Research Officer, The University of Technology

項目統籌人/項目副統籌人/企業主要管理人員/項目相關人員

Project Coordinator / Deputy Project Coordinator / Key Management Personnel / Relevant Staff of the Project

個人資料 Personal Particulars

姓名(英文)

Name (English): (Mr/Ms/Prof/Dr)[#] Cheung Siu Ming
[#] Please delete as appropriate (First Name/Last Name)

姓名(中文)

Name (Chinese): 張小明 (先生/女士/教授/博士)[#]
[#]請刪去不適用者

職稱 Position held in

Company/Organisation: 研發主任

企業/組織

Company/Organisation: 甲乙丙綠色有限公司

公司地址 Office Address:

香港 XXX 街 YYY 號 ZZZ 室

行業性質 Nature of Business:

環保科技

電話

傳真

電郵

cheungsiuming@abgree

Tel No.: 2345 6789

Fax No.:

Email Address: n.com

學歷/專業資格(按時間順序) Academic/Professional Qualifications (in chronological order):

2015 – 2017 Master of Science in Artificial Intelligence, Environment University
2008 – 2011 Bachelor of Electronic Engineering, Environment University

相關工作資格(按時間順序) Relevant Working Qualifications (in chronological order):

May 2020 – Present Technology Development Officer, ABC Green Limited
Jun 2014 – Apr 2020 Innovation officer, FFF Innovative Technology Limited
Jul 2011 – Jun 2014 Engineer, GGG Technology and Development Limited

回收基金 The Recycling Fund

企業資助計劃 The Enterprise Support Programme (ESP)

(特邀項目—新成立及初創企業開展項目)

Solicitation Theme on Projects from New and Start-up Enterprises

申請者須知 Notes for Applicant

1. 在填寫申請表之前，請詳細閱讀「回收基金(企業資助計劃)」及「特邀項目—新成立及初創企業開展項目」申請指引(以下簡稱「申請指引」)。 Please study the “Guide to Application for the Recycling Fund (Enterprise Support Programme)” and “Guidance Notes for Solicitation Theme on Projects from New and Start-up Enterprises” (the Guide to Application) carefully before completing the application form.
2. 申請撥款獲批後，申請表格內部份資料將有機會被上載到回收基金網站，供公眾參閱。Some information provided in this application will be made available for public information at the website of the Recycling Fund after the funding approval is given.
3. 有意提交「特邀項目—新成立及初創企業開展項目」申請的企業須準備以下文件：Enterprises interested in applying for funding support under the Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises) should prepare the following documents:
 - (i) 已填妥的印刷本申請表格一份及一份電子複本(資料適宜以微軟 Word 格式儲存)；及 Completed Application Form in one hard copy and one soft copy (preferably in MS Word format); and
 - (ii) “所需提交的文件”所列的文件副本 Photocopies of the documents listed out in the “Checklist of Supporting Documents Required for Application”.

請將以上文件親身、郵遞送交至「回收基金」秘書處(下簡稱「秘書處」)(即香港生產力促進局)或透過網上申請。 Please submit the above documents to the Recycling Fund Secretariat (the Secretariat) (i.e. the Hong Kong Productivity Council) in person, by post or by online application submission system.

申請詳情可參閱「申請指引」，有關指引及申請表格可在「回收基金」的網頁下載。查詢可致電或電郵秘書處或親身到秘書處查詢。For details about application, please refer to the Guide to Application. The Guide to Application and Application Form can be downloaded from the website of the Recycling Fund. Enquiries can be directed to the Secretariat by phone, by email or in person.

地址： 九龍達之路 78 號生產力大樓
電話： (852) [2788-5658]

電郵： enquiry@recyclingfund.hk

網頁： www.recyclingfund.hk

Address： HKPC Building, 78 Tat Chee Avenue, Kowloon

Telephone： (852) [2788-5658]

E-mail： enquiry@recyclingfund.hk

Website： www.recyclingfund.hk

4. 對所有申請、協議及項目的要求: Requirements of all applications, agreements and projects:

(i) 即使申請機構與政府就項目簽訂的協議文件中有任何相反的規定，政府保留權利以申請機構曾經參與、正在參與或有理由相信申請機構曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，剔除有關申請機構的申請資格。notwithstanding anything to the contrary in the agreement signed between the applicant organisation and the Government in respect of the project, the Government reserves the right to disqualify an application on the grounds that the applicant organisation has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

(ii) 如果出現下列任何一種情況，政府可立即終止協議： the Government may immediately terminate the agreement upon the occurrence of any of the following events:

- 獲資助機構曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動； the recipient organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- 繼續委約申請機構或繼續推行項目將不利於國家安全；或 the continued engagement of the applicant organisation or the continued implementation of the project is contrary to the interest of national security; or
- 政府合理地相信上述任何一種情況將會發生。 the Government reasonably believes that any of the events mentioned above is about to occur.

5. 回收基金秘書處、環境保護署及香港生產力促進局擬使用您所提供的個人資料向您推介回收基金的最新發展、活動和培訓課程。如閣下不同意上述安排，請在下面適當的方格內填上「✓」號。Recycling Fund, Environmental Protection Department and Hong Kong Productivity Council intend to use the personal data that you have provided to promote the latest development, events and training courses, etc. of Recycling Fund. If you do not agree on such use of your personal data, please indicate your objection by ticking the box below.

本人**不同意**回收基金秘書處、環境保護署及香港生產力促進局使用本人的個人資料於任何有關 宣傳及推廣回收基金的用途。I **do not agree** Recycling Fund, Environmental

回收基金(特邀項目—新成立及初創企業開展項目) The Recycling Fund (Solicitation Theme on Projects from New and Start-up Enterprises)

Protection Department and Hong Kong Productivity Council to use my personal data in any promotion and marketing activities of Recycling Fund.

所需提交的文件

Checklist of Supporting Documents Required for Application

請在以下適當的空格內填上「✓」或黑色，以確認文件副本將連同申請書一併向回收基金秘書處遞交。

Please put a “✓” in the appropriate boxes or fill them with black colour to indicate that copies of the relevant documents will be submitted together with this Application to the Recycling Fund Secretariat.

- 申請企業之商業登記證副本(如適用)
Copy of the Business Registration Certificate of the Applicant Enterprise (if applicable)
- 除商業登記證外，申請企業之其他登記證明副本(如適用)
Copy of documentary proof, other than Business Registration Certificate, of being registered under the laws of Hong Kong (if applicable)
- 申請企業股東資料的證明文件副本
Copy of the documentary proof of the shareholders of the Applicant Enterprise
- 申請企業財務資料副本
Copy of the documentary proof of the financial information
- 回收基金項目的商業計劃
Business plan of the Recycling Fund project
- 申請企業上年度營業總額的證明文件副本 (如適用)
Copy of the documentary proof of the annual turnover last year (if applicable)
- 項目統籌人、副統籌人、主要管理成員和技術人員的簡歷
Curriculum Vitae of the project coordinator, deputy project coordinator, key management and technical staff of the project team
- 申請企業過去申請記錄副本(如適用)
Copy of the Applicant Enterprise's past record of applications (if applicable)
- 申請企業財政預算計劃的證明文件副本
Copy of the documentary proof in support of the budget plan (if available)
- 其他 Others: _____